

Valerie N. Bridgeforth

9760 Winchester Dr. North • Semmes, AL 36575

Home: 251.645.6560 ♦ Cell: 601.307.8220 ♦ Email: Valerie.bridgeforth@wmcarey.edu

Education

2007 Master of Education in College Student Personnel
The University of Southern Mississippi, Hattiesburg, MS

2006 Bachelor of Arts in Speech Communications
The University of Southern Mississippi, Hattiesburg, MS

Professional Experience

Vice President for Student Support – William Carey University – Hattiesburg, MS **2014 – Present**

- Provides leadership, management, and direction to the Departments of Residence Life & Housing, Student Support Services, Student Activities, Dining Services, Career Services, Disability Services, and Student Life
- University student conduct officer
- Create, enhance, support, and coordinate activities that foster learning and development for students
- Prepares and distributes annually the student handbook
- Assist the university's efforts to create a student approach to recruitment and retention
- Submits annually to the Department of Education the university's safety and security report
- Organizes Student Orientation and Welcome Week

Dean of Student Services – William Carey University – Hattiesburg, MS **2013 – 2014**

- Supervised Residence Life & Housing, Student Support Services, Student Activities, Dining Services, Career Services, Disability Services, and Student Life
- University student conduct officer
- Created, enhanced, supported, and coordinated activities that foster learning and development for students
- Prepared and distributed annually the student handbook
- Assisted the university's efforts to create a student approach to recruitment and retention
- Submitted annually to the Department of Education the university's safety and security report
- Organized Student Orientation and Welcome Week

Director of Residence Life & Housing - William Carey University - Hattiesburg, MS **2007 – 2013**

- Supervised, trained, and hired 2 Area Coordinators, 4 Resident Directors, and 34 Resident Assistants
- Responsible for day to day management of 7 Residence Halls and approximately 600 students
- Oversaw the student judicial process and housing operations/assignments
- Served as senior member of the Vice President for Student Services staff
- Implemented the university effectiveness model for the Housing Department

Hall Director – Residence Life - The University of Southern Mississippi - Hattiesburg, MS **2006 - 2007**

- Responsible for the advisement and supervision of 227 first year students
- Hired, trained, supervised, and evaluated 6 Resident Assistants and 5 Desk Attendants
- Counseled and supported college students
- Recruited students and staff to increase undergraduate retention
- Managed and maintained various student records and reports

Experience

Assistant Hall Director – Residence Life - The University of Southern MS - Hattiesburg, MS 2005 - 2006

- Advised and counseled 100 first year scholarship students
- Created social programming to increase first year retention
- Hired, trained, supervised, and evaluated 3 resident assistants and 6 desk attendants

Practicum - Office of Admissions - The University of Southern Mississippi, Hattiesburg, MS 2006- 2007

- Responsible for recruiting prospective freshmen and transfer students
- Analyzed and interpreted transcripts for undergraduate admissions

Practicum - Student Affairs - The University of Southern Mississippi, Hattiesburg, MS 2006 – 2007

- Developed the implementation of academic support activities to enhance student success
- Organized and planned the Emerging Leaders Conference

Resident Assistant – Residence Life – The University of Southern Mississippi 2003 – 2005

- Responsible for the day to day advising of 32 students
- Served as a liaison between students and the university

Committee Involvement

Administrative Council	2013 - present
Branding Committee for William Carey	2011 - 2012
Crisis Management Team for William Carey	2007 - present
Hubfest Planning Committee for William Carey – Chair	2012
Institutional Effectiveness, Planning, & Development Committee	2013 - present
Religious Life Committee	2013 - present
Safety, Health, and Traffic Committee – Reports to VP for Student Support	2013 - present
Student Life Committee – Reports to VP for Student Support	2007 - present
Sustainability Committee	2008
University Admissions Committee	2012 - present